

# Manufacturing

OCR GCSE in Manufacturing J505

OCR GCSE (Double Award) in Manufacturing J510

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# IMPORTANT

This qualification contains two units which are available in either electronic or paper-based format.

Controlled Assessment evidence (candidate portfolios) can be in paper **OR** electronic format.

To offer this qualification, centres **MUST**:

1. Be a registered EDI (Electronic Data Information) user. For more information on EDI please go to the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk) or refer to the Entry Instructions within the Administrative Guide and Entry Procedures (E3) folder.
2. Be satisfied that they can run the Cambridge Assessment software needed for computer-based tests on their systems. Appendix C in this specification includes a list of technical requirements. Centres must download the installation software from the OCR website prior to the start of teaching. Only registered OCR centres are able to download the installation software. This software will indicate to the centre whether or not it has the technical capability to run the Computer-based Tests.

Basic guidance on the production of electronic Controlled Assessment is provided in Appendix D.

For further guidance on requirements for electronic Controlled Assessment and computer-based tests, contact [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

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# 1 About these Qualifications

This booklet contains OCR's GCSE Single Award and GCSE Double Award specifications in Manufacturing for teaching from September 2009. Candidates study **two** units for a Single award and **four** units for the Double Award.

Key features of this specification.

- Candidates are actively involved in the design, production and evaluation of products and the methods by which these products are manufactured.
- Candidates can focus much of their activity within one of the manufacturing sub-sectors
- Candidates are encouraged to explore the manufacturing world through experimentation and development in design and technology.
- Candidates can work in one or more material areas including food, textiles, paper and card, ceramics and resistant materials.
- Candidates are encouraged to use new technology and new materials.
- There is specific focus on the manufacture and production of products for use by a third party, the consumer.
- The units are weighted to encourage quality and depth of understanding;
- Is assessed through Controlled assessment and Computer Based Technology (CBT) examined units.

The GCSE in Manufacturing has been designed to provide the technical knowledge, skills and understanding associated to equip candidates with some of the skills they will need in the workplace, in further education or training such as Diplomas, GCEs, NVQs or Modern Apprenticeships. It is designed to be delivered in full-time or part-time education.

Examples of appropriate employment to which a GCSE in Manufacturing candidate might progress include:

- component manufacturing;
- textiles production;
- the food industry;
- system design and manufacture
- assembly and production line work
- packaging and printing.

This specification is fundamentally designed to assess a candidate's capability at the end of KS4, however, units will be offered in January and June thereby allowing some flexibility.

## 1.1 GCSE (Single Award)

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The GCSE (Single Award) is both a 'stand-alone' qualification and also the first half of the corresponding GCSE. The GCSE (Single Award) is assessed at the same standard as the corresponding two year GCSE course.

From September 2009 the GCSE (Single Award) is made up of two mandatory units, one of which is externally assessed and the other which is internally assessed and externally moderated. The GCSE (Single Award) units form 50% of the corresponding GCSE (Double Award).

## 1.2 GCSE (Double Award)

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From September 2009 the GCSE (Double Award) is made up of four mandatory units which include the corresponding GCSE (Single Award) units and two further units. Two units are externally assessed and two units are internally assessed and externally moderated.

## 1.3 Qualification Titles and Levels

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These qualifications are shown on a certificate as:

- OCR GCSE (Single Award) in Manufacturing;
- OCR GCSE (Double Award) in Manufacturing.

These qualifications are approved by the regulatory authorities (QCA, DCELLS and CCEA) as part of the National Qualifications Framework.

Candidates who gain Grades D to G (DD to GG) will have achieved an award at Foundation Level 1 (Level 1 of the National Qualifications Framework).

Candidates who gain Grades A\* to C (A\*A\* to CC) will have achieved an award at Intermediate Level 2 (Level 2 of the National Qualifications Framework).

## 1.4 Aims and learning outcomes

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GCSE specifications in manufacturing should encourage candidates to be inspired, moved and changed by following a broad, coherent, satisfying and worthwhile course of study and gain an insight into related sectors, such as engineering. They should prepare candidates to make informed decisions about further learning opportunities and career choices.

All specifications in manufacturing must enable candidates to:

- actively engage in the processes of manufacturing to develop as effective and independent individuals
- gain an understanding of the contribution that manufacturing makes to society and the economy
- develop an awareness and appreciation of commercial and industry issues, and of emerging technologies, in the context of manufacturing
- develop and use a range of transferable skills when designing and making manufactured products, to enable them to become effective and independent individuals
- develop an awareness and understanding of environmental issues and sustainable development
- develop applied manufacturing skills as a foundation for future learning and progression
- apply their knowledge and understanding of manufacturing by using skills of evaluation and problem-solving.

## 1.5 Prior Learning/Attainment

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Candidates who are taking courses leading to this qualification at Key Stage 4 should normally have followed the corresponding Key Stage 3 Programme of Study within the National Curriculum.

Candidates entering this course should have achieved a general educational level equivalent to National Curriculum Level 3, or an Entry 3 at Entry Level within the National Qualifications Framework.

Prior learning, skills and aptitudes particularly relevant include:

- basic craft skills;
- some aptitude for ICT;
- basic drawing skills;
- some motivation to work independently.

There is however no prior knowledge required for this specification.

## 2 Summary of Content

This specification provides opportunities for candidates to develop knowledge, skills and understanding in the context of real-world manufacturing, encouraging learning through links with and study of real manufacturing companies. Courses of study following this specification will be broad, coherent and satisfying, encouraging candidates to be inspired and motivated, and to gain an insight into related sectors, such as engineering, while preparing them to make informed decisions about further learning opportunities and career choices.

GCSE specifications in manufacturing must require candidates to demonstrate knowledge and understanding of the following:

- production details and constraints;
- materials, components and/or ingredients and their constraints;
- new technology used in and by the manufacturing industries;
- impact of modern technologies;
- manufactured products;
- a range of manufacturing industries;
- how to design a product; and
- how to manufacture a product.

For the Single Award the candidates must complete the **two** mandatory units which are:

- B231 Controlled Assessment
- B232 Examined unit.

For the Double Award the candidates must complete the **four** mandatory units which are:

- B231 Controlled Assessment.
- B232 Examined unit,
- B233 Controlled Assessment,
- B234 Examined unit.



## **Unit B231**

This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation at the same time. Candidates will investigate a variety of products detailed by OCR that have developed through the use of modern technology. Candidates will evidence their findings and conclusions using a portfolio which may be presented electronically or in printed format.

## **Unit B232**

This examined unit can be assessed by a one-hour Computer Based Test (CBT) or a one-hour written examination. Questions will be a mix of short answer and free response styles, and will require candidates to demonstrate practical application of knowledge related to products and manufacturing environments they have studied. Where possible, links should be made with a manufacturing company to allow candidates access and exposure to 'real-life' manufacturing practice. Candidates should study a range of products from at least two manufacturing sub-sectors.

## **Unit B233**

This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation. Candidates will study the manufacture of a product. The manufacture of the product could be observed through real life experiences such as industrial visits or work experience. Alternatively, the product could be researched using commercially or centre-produced resource materials. Candidates will evidence their findings and conclusions using a portfolio which may be presented electronically or in printed format.

## **Unit B234**

This examined unit can be assessed by a one-hour Computer Based Test (CBT) or a one-hour written examination. Questions will be a mix of short answer and free response styles, and will require candidates to demonstrate practical application of knowledge related to products and manufacturing environments they have studied. In particular they should focus on designing products for manufacture and sustainability. Where possible, links should be made with a manufacturing company to allow candidates access and exposure to real-life manufacturing practice. Candidates should study a range of products from at least two manufacturing sub-sectors.

## 2.1 GCSE (Single Award) Units

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This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation at the same time.

Unit B231: *1A Study of a Manufactured Product & 1B Manufacturing a Product (Controlled Assessment)*

### **1A Study of a Manufactured Product**

In this unit, candidates will consider:

- Impact of modern technologies.
- Production details and constraints of: materials and components and available technology.
- Manufacturing processes.
- Modify design solutions.

### **1B Manufacturing a Product**

In this unit, candidates will consider:

- Analyse a client design brief for a manufactured product.
- Develop design ideas and present a design solution for manufactured product.
- Make a prototype.
- Modify design solutions in the light of evaluating the prototype.

Unit B232: *Manufacturing Processes (Examined Unit)*

In this unit, candidates will consider:

- Production details and constraints.
  - Materials, components and/or ingredients and their constraints.
  - New technology used in and by the manufacturing business.
  - Impact of modern technologies when manufacturing a range of products.
  - Impact of modern technologies stages in manufacturing a product.
  - Impact of modern technologies: advantages and disadvantages that the use of modern technology has brought to society.
  - A range of manufacturing industries: researching and analysing existing products, materials and manufacturing processes and market needs.
  - The design of a product: analysing client design briefs for manufactured products.
  - The manufacture of a product: making a prototype from a design solution.
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## 2.2 GCSE (Double Award) Units

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GCSE (Double Award) candidates will take units B231/232 and B233/234 outlined below.

This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation at the same time.

**Unit B231: 1A Study of a Manufactured Product & 1B Manufacturing a Product (Controlled Assessment)**

### **1A Study of a Manufactured Product**

In this unit, candidates will consider:

- Impact of modern technologies.
- Production details and constraints of: materials and components and available technology.
- Manufacturing processes.
- Modify design solutions.

### **1B Manufacturing a Product**

In this unit, candidates will consider:

- Analyse a client design brief for a manufactured product.
- Develop design ideas and present a design solution for manufactured product.
- Make a prototype.
- Modify design solutions in the light of evaluating the prototype.

**Unit B232: Manufacturing Processes (Examined Unit)**

In this unit, candidates will consider:

- Production details and constraints.
  - Materials, components and/or ingredients and their constraints.
  - New technology used in and by the manufacturing business.
  - Impact of modern technologies when manufacturing a range of products.
  - Impact of modern technologies stages in manufacturing a product.
  - Impact of modern technologies: advantages and disadvantages that the use of modern technology has brought to society.
  - A range of manufacturing industries: researching and analysing existing products, materials and manufacturing processes and market needs.
  - The design of a product: analysing client design briefs for manufactured products.
  - The manufacture of a product: making a prototype from a design solution.
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### **3A Real World Manufacturing**

In this unit, candidates will consider:

- Stages in manufacturing a product.
- Consider production details and constraints.
- Consider systems and control technology to organise, monitor and control production.
- Impact of modern technologies.

### **3B Making a Manufactured Product**

In this unit, candidates will consider:

- For a given design, select and use a range of appropriate materials, parts and components, processes, tools and equipment.
- Consider health, safety and hygiene, and quality standards
- Consider batch production details and constraints
- Analyse and evaluate the product in terms of the equipment, tools and processes which have been used and detail how these could be modified in real world manufacturing.

### **Unit B234: *Design for Manufacture and Sustainability (Examined unit)***

In this unit, candidates will consider:

- Sustainability: Lean Manufacture – to reduce waste in the manufacturing system.
- Design for manufacturing assembly (DFMA).
- Production details and constraints.
- Materials, components and/or ingredients and their constraints.
- New technology used in and by the manufacturing industries.
- Impact of modern technologies.
- The advantages and disadvantages that the use of modern technology has brought to society.
- A range of manufacturing industries.
- Research and analyse existing products, materials and manufacturing processes and market needs.

## 3 Content

### 3.1 Unit B231: 1A Study of a Manufactured Product (Controlled Assessment)

This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation at the same time.

Candidates will investigate a variety of products that have developed through the use of modern technology (see appendix B for a range of appropriate products).

Candidates will then focus on one particular product selected from a list (see appendix B) together with two more modern equivalents of the same product. They will evidence their research for inclusion within a portfolio which may be completed electronically or in printed format.

#### Unit B231 1A Study of a Manufactured Product (Controlled Assessment)

Candidates are required to analyse a product and its modern equivalents selected from a list provided by OCR.

Impact of modern technologies.

Candidates should be able to give a fully detailed description of:

- the impact of modern technologies, smart materials and components on their development; and
- the advantages and disadvantages that the use of modern technology has brought to society.

Production details and constraints of:

- materials and components; and
- available technology.

Candidates should be able to give a fully detailed and justified explanation of the use of materials and components and their:

- properties;
- characteristics;
- performance; and
- cost.

Manufacturing processes.

Candidates should be able to give a fully detailed and justified explanation of the manufacturing processes used.

Modify design solutions.

Candidates should be able to suggest and explain in detail:

- modifications to design solutions;
- sustainability issues.

### 3.11 Unit B231: 1B Manufacturing a Product (*Controlled Assessment*)

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Candidates are required to select and then analyse a customer design brief (see appendix B), and then design, manufacture and evaluate the prototype solution.

Portfolio evidence can be submitted on paper or electronically. All electronic evidence must be presented in a format which matches the requirements outlined in Appendix D: Guidance for the Production of Electronic Controlled Assessment.

Candidates must select a customer design brief from the list contained in Appendix B. These briefs are linked with the following manufacturing sub-sectors.

#### **Chemical and Pharmaceutical:**

- Hairspray
- Biofuels
- Car polish

#### **Clothing and textiles**

- Corporate wear (eg office workers, uniforms)
- Protective clothing (eg for motorcyclists, fire service)
- Hot air balloons

#### **Electrical and IT**

- Control panels
- Lighting
- Mobile phone

## Food and drink

- Pizza
- Sports drink
- Vegetarian ready-meal

## Furniture

- Work bench
- Bathroom cabinet
- Mirror

## Machinery and Equipment

- Lawnmower
- Electrical drill
- Feed hopper

## Packaging

- Burger packaging
- Sunscreen packaging
- Carrier bags

### Unit B231 1B Manufacturing a Product (Controlled Assessment)

Analyse client design briefs for manufactured products.

Candidates should be able to:

- provide a detailed and justified analysis of the client brief; and
- produce and fully apply a justified design specification.

Develop design ideas and present a design solution for manufactured products.

Candidates should be able to:

- develop a wide range of annotated design ideas fully considering: materials, and material constraints, and
- present and fully justify their selection of design solution for the manufactured product.

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Make a prototype from a design solution.

Candidates should be able to:

- make a complete, high-quality prototype of the design solution.
- select and safely use a wide range of appropriate materials, parts and components, processes, tools and equipment.

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Modify design solutions.

Candidates should be able to:

- Suggest detailed and justified modifications to the design solution and original specification, giving consideration to the use of modern materials, processes and technologies.
  - Give a detailed and justified explanation of how the product could be batch produced.
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## 3.2 Unit B232: *Manufacturing Processes* (Examined Unit)

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This unit will be assessed by a one-hour Computer Based Test (CBT) or a one-hour written examination. Questions will be a mix of short answer and free response styles, and will require candidates to demonstrate practical application of knowledge related to products and manufacturing environments they have studied.

Where possible, links should be made with a manufacturing company to allow candidates access and exposure to 'real-life' manufacturing practice. Candidates should concentrate on one of the manufacturing sub-sectors listed below and should study a range of products within that sector.

Some examples are given below:

### **Chemical and Pharmaceutical**

- asthma medication
- saccharin tablets
- soap

### **Clothing and Textiles**

- denim jeans
- high heel shoes
- nurse's uniform

### **Electrical and IT**

- computer mouse
- electric kettle
- alarm clock

### **Food and Drink**

- tea bags
- christmas cake
- freeze dried vegetables

## **Furniture**

- armchair
- kitchen cabinet

## **Machinery and Equipment**

- power drill
- wheelbarrow
- car door

## **Packaging**

- perfume bottle
- lemonade bottle
- household cleansers

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## Unit B232 Manufacturing Processes (Examined Unit)

Candidates will demonstrate knowledge and understanding of the following.

Production details and constraints:

- materials and components – material selection appropriate to process;
- available technology – consider cost and timing;
- labour – requirements (skills, training and experience);
- health, safety and hygiene; and
- quality standards.

Materials, components and/or ingredients and their constraints through:

- their availability, form and supply;
- their properties, characteristics and performance;
- their cost;
- health, safety and hygiene requirements; and
- handling and storage.

New technology used in and by the manufacturing industries:

- information, communications and digital technologies – research, digital communication with clients and suppliers;
- modern and smart materials and components - similar products in your sector; and
- systems and control technology, to organise, monitor and control production - basic control systems and technology in terms of Input/Output (IO) and feedback.

Impact of modern technologies when manufacturing a range of products:

- impact on workforce, company and local environment;
- on a variety of manufactured products – for end user; and
- on manufacturing industries - sustainability.

Impact of modern technologies: stages in manufacturing a product:

- design;
- marketing;
- production planning;
- material supply and control;
- processing and production;
- assembly and finishing;
- packaging and dispatch; and
- disposal.

## Unit B232 Manufacturing Processes (Examined Unit) (continued).

Candidates will demonstrate knowledge and understanding of the following.

Impact of modern technologies.

- redundancy;
- working conditions;
- cost, availability;
- environment;
- training;
- transport;
- lifestyle; and
- health and safety.

Advantages and disadvantages that the use of modern technology has brought to society, for example:

A range of manufacturing industries

Researching and analysing existing products, materials and manufacturing processes, and market needs such as.

- chemical and pharmaceutical;
- clothing and textiles;
- electrical and IT;
- food and drink;
- furniture;
- machinery and equipment; and
- packaging.

The design of a product:

- analysing client design briefs for manufactured products.

- producing, using and modifying design specifications for manufactured products;
- considering material details and constraints;
- considering production details and constraints;
- applying quality standards;
- developing design ideas;
- presenting a design solution for manufactured products;
- modifying design solutions.

The manufacture of a product:

- making a prototype from a design solution.

Selecting and using:

- a range of appropriate materials, parts and components;
- appropriate processes; and
- appropriate tools and equipment.
- Applying health and safety procedures and quality control techniques.
- Producing a batch of a product from a design solution as a member of a team.
- Analysing and evaluating the product in terms of the equipment, tools and processes, which have been used, and detailing how these would be modified in real-world manufacturing.

### 3.3 Unit B233: 3A Real World Manufacturing (Controlled Assessment)

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This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation at the same time.

Candidates must study the manufacture of a product of their choice from a list provided by OCR (See appendix B). The manufacture of the product could be observed through real-life experiences such as industrial visits or work experience. Alternatively, the product could be researched using commercially or centre-produced resource materials.

Candidates will evidence their findings and conclusions for inclusion within a portfolio which may be completed electronically or in printed format.

#### Unit B233 3A Real World Manufacturing (Controlled Assessment)

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Candidates are required to:

Indicate the stages in manufacturing a product.

Candidates should be able to:

- identify and fully explain all the stages in manufacturing the product.

Consider production details and constraints.

Candidates should be able to:

- fully consider the identified product giving details and justification of all materials, components and/or ingredients and their constraints through their availability, form and supply.

Consider systems and control technology, to organise, monitor and control production.

Candidates should be able to:

- identify and fully explain systems and control technology, to organise, monitor and control production of the product.

Identify and discuss the impact of modern technologies.

Candidates should be able to:

- identify and fully explain the impact of modern technologies when manufacturing the product.

### 3.31 Unit B233: 3B *Making a Manufactured Product* (Controlled Assessment)

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Working as part of a team candidates must select a product to batch produce from a list issued by OCR (see appendix B).

Portfolio evidence can be submitted on paper or electronically. All electronic evidence must be presented in a format which matches the requirements outlined in Appendix D: Guidance for the Production of Electronic Controlled Assessment.

Work must be individually produced and reflect only the tasks undertaken by the candidate and the contribution made by the candidate working within the team. Work carried out by other team members will not gain credit.

#### Unit B233 3B Making a Manufactured Product (Controlled Assessment)

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Candidates are required to:

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Select and use a range of appropriate materials, parts and components, processes, tools and equipment.

As a member of a team candidates should be able to fully contribute and detail, the selection and use a range of appropriate:

- materials;
  - parts and components;
  - processes;
  - tools and equipment.
- 

Health, safety and hygiene and quality standards.

As a member of a team candidates should be able to fully contribute and detail the teams application of:

- health and safety procedures; and
  - quality control techniques.
- 

Consider production details and constraints.

Individually candidates should be able to fully consider and detail:

- production details and constraints; and
  - application of quality standards.
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Analyse and evaluate the product in terms of the equipment, tools and processes which have been used and details how these would be modified in real-world manufacturing.

Individually candidates should be able to fully analyse and evaluate the product in terms of:

- equipment;
  - tools and processes which have been used; and
  - how these would be modified in real-world manufacturing.
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### 3.4 Unit B234: *Design for Manufacture and Sustainability* (Examined Unit)

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This unit will be assessed by a one-hour Computer Based Test (CBT) or a one-hour written examination.

Questions will be a mix of short answer and free response styles, and will require candidates to demonstrate practical application of knowledge related to products and manufacturing environments they have studied. In particular they should focus on designing products for manufacture and sustainability.

Where possible, links should be made with a manufacturing company to allow candidates access to real-life manufacturing practice. They should study a range of products from at least two manufacturing sectors.

#### **Chemical and Pharmaceutical:**

- petroleum jelly;
- lipstick;
- penetrating oil

#### **Clothing and Textiles:**

- soft furnishings;
- outdoor sportswear;
- sails (eg marine, hang gliding)

#### **Electrical and IT:**

- touch screen;
- domestic WiFi;
- navigation systems (e.g. GPS)

#### **Food and Drink:**

- celebration cake;
- pro-biotic yogurt;
- gluten-free ready meal

**Furniture:**

- outdoor dining (eg pavement café);
- home entertainment unit (eg gaming, DVD);
- child's cot

**Machinery and Equipment:**

- pressure washer;
- lift (eg dumb waiter);
- conveyor belt

**Packaging for:**

- glassware;
- perishable goods (eg sandwiches, baby food);
- drinks

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## Unit B234 Design for Manufacture and Sustainability (Examined Unit)

Candidates will demonstrate broad knowledge and understanding of manufacturing related to:

Sustainability: Lean Manufacture

To reduce waste in the manufacturing system by looking at:

- over processing;
- scrap;
- waiting;
- inventory;
- movement (people);
- transport (materials and products); and
- overproduction.

Design for Manufacturing Assembly (DFMA).

- common fixing strategy;
- standardised components;
- complexity reduction;
- make versus buy; and
- handling.

Production details and constraints.

- materials and components – material selection appropriate to process;
- available technology – consider cost and timing;
- labour – requirements (skills, training and experience);
- health, safety and hygiene;
- quality standards - sampling, comparing, action.

Materials, components and/or ingredients and their constraints through:

- their availability, form and supply;
- their properties, characteristics and performance;
- their cost;
- health, safety and hygiene requirements;
- handling and storage.

## Unit B234 Manufactured Processes (Examined Unit) (continued).

Candidates will demonstrate broad knowledge and understanding of manufacturing related to:

New technology used in and by the manufacturing industries:

- information, communications and digital technologies – research, digital communication with clients, suppliers;
- modern and smart materials and components - similar products in your sector; and
- systems and control technology, to organise, monitor and control production – Basic control systems and technology in terms of Input/Output (IO) and feedback.

When manufacturing a range of products, identifying the impact of modern technologies on the:

- workforce;
- company;
- local environment; and
- variety of manufactured products to end user manufacturing industries.

sustainability of stages in manufacturing a product. This includes the product's:

- design;
- marketing;
- production planning;
- material supply and control;
- processing and production;
- assembly and finishing;
- quality control;
- packaging and dispatch; and
- disposal.

The advantages and disadvantages that the use of modern technology has brought to society. Examples include:

- redundancy;
- working conditions;
- cost;
- availability; of products
- impact on the environment;
- training;
- transport;
- lifestyle; and
- health and safety.

A range of manufacturing industries:

- chemical and pharmaceutical;
- clothing and textiles;
- electrical and IT;
- food and drink;
- furniture;
- machinery and equipment; and
- packaging.

Candidates will demonstrate broad knowledge and understanding of manufacturing related to:

Research and analysis of existing products, materials and manufacturing processes and market needs.

Product Design.

- Analysing client design briefs for manufactured products.
- Producing, using and modifying design specifications for manufactured products.
- Considering material details and constraints.
- Considering production details and constraints.
- Applying quality standards.
- Developing design ideas.
- Presenting a design solution for manufactured products.
- Modifying design solutions.

Product Manufacture.

- Making a prototype from a design solution.
- Selecting and using:
  - a range of appropriate materials, parts and components;
  - appropriate processes;
  - appropriate tools and equipment;
  - applying health and safety procedures and quality control techniques; and
  - producing a batch of a product from a design solution as a member of a team.
- Analysing and evaluating the product in terms of the equipment, tools and processes, which have been used, and detailing how these would be modified in real-world manufacturing.

## 4 Schemes of Assessment

### 4.1 GCSE (Single Award) Scheme of Assessment

This controlled assessment unit is divided into two sections (A and B) and both sections must be completed and entered for moderation at the same time.

#### GCSE (Single Award) Manufacturing (J505)

Unit B231: *1A Study of a Manufactured Product and 1B Manufacturing a Product* (Controlled Assessment).

60% of the total GCSE (Single Award) marks:

Section 1A:

- 20% of the total GCSE Single award) marks are awarded for section A.
- 30 marks

#### **Section 1A:** Study of a Manufactured Product

Candidates are required to undertake a product analysis of a product (selected from a list provided by OCR) and its modern equivalents. The candidate should identify **two** similar products, to the initial selected product, that have developed through the influence of modern technologies. Once the range of products have been identified a thorough product analysis should be carried out.

Section 1B:

- 40% of the total GCSE Single award) marks are awarded for section B.
- 60 marks

#### **Section 1B:** Manufacturing a Product

Candidates are required to work from a given a client brief selected from a list of tasks provided by OCR. They will analyse the client brief, produce and design a specification and produce a range of design ideas. They will then manufacture a quality prototype and finally carry out a full evaluation of the finished product.

This unit is internally assessed and externally moderated.

Unit B232: *Manufacturing Processes* (Examined Unit)

40% of the total GCSE (Single Award) marks

1 hr on screen test/written paper  
60 marks

This unit will be assessed by a one hour Computer Based Test (CBT) or written examination.

Questions will be a mix of short answer and free response styles, and will require candidates to demonstrate practical application of knowledge related to products and manufacturing environments they have studied.

This unit is externally assessed.

## 4.2 GCSE (Double Award) Scheme of Assessment

### GCSE (Double Award) Manufacturing (J510)

GCSE (Single Award) units as above, Unit B231 being 30% and Unit B232 being 20% of the GCSE (Double Award) marks.

#### Unit B233: *3A Real World Manufacturing & 3B Making a Manufactured Product* (Controlled Assessment)

60% of the total GCSE (Double Award) marks:

Section 3A:

- 20% of the total GCSE Double award) marks are awarded for section A.
- 30 marks.

##### **Section 3A: *Real World Manufacturing***

Candidates are required to undertake the study of a Manufactured product from the first stage of production through all the associated stages up to the completed item being delivered to the client.

Section 3B:

- 40% of the total GCSE Double award) marks are awarded for section B.
- 60 marks.

##### **Section 3B: *Making a Manufactured Product***

Candidates are required to work from a given product provided by OCR.

They will work as a member of a team and produce a batch of items.

The candidate will be expected to present production details about the product and carry out individual tasks, as a member of the team, leading to the production of an assembled quality product.

Care will be taken to follow health and safety requirements and quality assurance procedures will be fundamental during the production process.

A final evaluation will reflect on processes, tools and machinery used as well as how the product could be produced in the real world.

This unit is internally assessed and externally moderated.

#### Unit B234: *Design for Manufacture and Sustainability* (Examined Unit)

20% of the total GCSE marks  
1 hr on screen test/written paper  
60 marks

This unit will be assessed by a one hour Computer Based Test (CBT) or written examination.

Questions be a mix of short answer and free response styles, and will require candidates to demonstrate practical application of knowledge related to products and manufacturing environments they have studied. In particular, they should focus on designing products for manufacture and sustainability.

This unit is externally assessed.

## 4.3 Entry Options

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GCSE (Single Award) candidates must be entered for units B231 and B232.

GCSE (Double Award) candidates must be entered for all four units (B231, B232, B233, B234).

Candidates must be entered for certification to claim their overall GCSE qualification grade. All candidates should be entered under the following certification codes:

OCR GCSE Manufacturing (J505);

OCR GCSE (Double Award) in Manufacturing: (J510).

## 4.4 Tiers

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This scheme of assessment is untiered, covering all of the ability range grades from A\* to G (A\*A\* to GG). Candidates achieving less than the minimum mark for Grade G (GG) will be ungraded.

## 4.5 Assessment Availability

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There are two examination series each year, in January and June.

Assessment availability can be summarised as follows:

Unit	January 2010	June 2010	January 2011	June 2011	January 2012 etc
B231	✓	✓	✓	✓	✓
B232	✓	✓	✓	✓	✓
B233	✓	✓	✓	✓	✓
B234	✓	✓	✓	✓	✓

## 4.6 Assessment Objectives

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Candidates are expected to demonstrate the following in the context of the content described:

### AO1

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- recall, select and communicate their knowledge and understanding of a range of contexts.

### AO2

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- apply skills knowledge and understanding, including quality standards in a variety of contexts and to plan and carryout investigations and tasks, involving a range of tools, equipment, materials and components.

### AO3

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- analyse and evaluate evidence, make reasoned judgement and present conclusions.

### AO weightings – GCSE (Single Award)

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The relationship between the components and the assessment objectives of the scheme of assessment is shown in the following grid.

Unit		% of GCSE Single Award			Total
		AO1	AO2	AO3	
Unit B231:	<i>1A Study of a Manufactured Product &amp; 1B Manufacturing a Product (Controlled Assessment)</i>	10	40	10	60%
Unit B232:	<i>Manufacturing Processes (Examined Unit)</i>	16	14	10	40%
		26%	54%	20%	100%

## AO weightings – GCSE (Double Award)

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The relationship between the components and the assessment objectives of the scheme of assessment is shown in the following grid.

Unit		% of GCSE			Total
		AO1	AO2	AO3	
Unit B231:	<i>1A Study of a Manufactured Product &amp; 1B Manufacturing a Product (Controlled Assessment)</i>	5%	20%	5%	30%
Unit B232:	<i>Manufacturing Processes (Examined Unit)</i>	8%	7%	5%	20%
Unit B233:	<i>3A Real World Manufacturing &amp; 3B Making a Manufactured Product</i>	5%	20%	5%	30%
Unit B234:	<i>Design for Manufacture and Sustainability (Examined Unit)</i>	8%	7%	5%	20%
		26%	54%	20%	100%

## 4.7 Quality of Written Communication

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*Quality of written communication* is assessed in all units.

Candidates are expected to:

- ensure that text is legible and that spelling, punctuation and grammar are accurate so that meaning is clear;
- present information in a form that suits its purpose;
- use a suitable structure and style of writing.



# 5 Controlled Assessment

## 5.1 The controlled assessment units

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Units B231 parts 1A and 1B and B233 parts 3A and 3B have been designed to be internally assessed, applying the principles of controlled assessment. Controls are set within the assessments so that validity and reliability are ensured and the assessors can confidently authenticate the candidates' work. These controls take a variety of forms in each of the stages of the assessment process: task setting, task taking and task marking. Within each of these three stages there are different levels of control. This section sets out the overall OCR approach, but the Scheme of Assessment sections of the units include more detail and any specific requirements.

## 5.2 Task setting

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### 5.2.1 The OCR approach

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OCR will assume a high level of control in relation to the setting of tasks. A number of controlled assessment tasks will be available from OCR for the controlled assessment units. These tasks have been designed to meet the full assessment requirements of the unit. Candidates will need to take part in a planned learning programme that covers the underpinning knowledge and skills of the unit in addition to completing the evidence requirements of the designated assessment tasks.

### 5.2.2 Using controlled assessment tasks

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Centres can choose one from a number of product-based tasks offered by OCR. See Appendix D. These tasks can be used with a minimum amount of adaptation or they can be adapted so that they allow the usage of local resources available to any centre. These tasks may also be set within overarching scenarios and briefs more relevant to centres' own environment and targeted at their particular cohorts of candidates.

Controlled assessment tasks may be adapted by centres in ways which will not put at risk the opportunity for candidates to meet the Assessment Criteria, including the chance to gain marks at the highest level. For some units this may allow for little to be adapted other than cosmetic details eg the description and nature of the product on which a task is based. For other units the medium in which the candidates are working may be a matter of choice. Each controlled assessment task (Appendix D) will include a section which briefly specifies the type and degree of adaptation which is appropriate.

The same OCR controlled assessment task must NOT be used as the practice material and then as the actual live assessment material. Centres should devise their own practice material using the OCR specimen controlled assessment task as guidance.

## 5.3 Task taking

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### 5.3.1 The OCR approach

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For GCSE in Manufacturing OCR will assume a high level of control. The task taking parameters will be defined for several key controls and the remainder set by centres as outlined below.

### 5.3.2 Definitions of the controls

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(a) **Authenticity control:** Candidates will complete all work for assessment under direct teacher supervision except as outlined below. For GCSE in Manufacturing most, but not all, work for assessment would be under direct teacher supervision, for example, it is acceptable for some aspects of exploration to be outside the direct supervision of the teacher but the teacher must be able to authenticate the work and insist on acknowledgement and referencing of any sources used.

(b) **Feedback control:** Feedback to candidates will be encouraged but tightly defined. Within GCSE in Manufacturing OCR expects teachers to supervise and guide candidates who are undertaking work which is internally assessed. The degree of teacher guidance in candidates' work will vary according to the kinds of work being undertaken. It should be remembered, however, that candidates are required to reach their own judgements and conclusions. When supervising tasks, teachers are expected to:

- Review candidates' work, and provide advice at a general level. Teachers must not, however, provide detailed and specific advice on how the work may be improved to meet the assessment criteria;
- Exercise continuing supervision of work in order to monitor progress and to prevent plagiarism;
- Exercise continuing supervision of practical work to ensure essential compliance with Health and Safety requirements;
- Ensure that the work is completed in accordance with the specification requirements and can be assessed in accordance with the specified marking criteria and procedures.

(c) **Time control:** The time limit available to candidates to complete each assessment task is 40 hours as specified within the unit. Tasks will be set within a broader learning programme which will allow the acquisition of subject specific knowledge and the development of appropriate practical skills.

Controlled assessed work should be completed within the time limit and supervised and marked by the teacher. Some of the work, by its very nature, may be undertaken outside the centre, e.g. research work, testing, etc. But it is likely that using or applying this material will be undertaken under direct teacher supervision. With all internally assessed work, the teacher must be satisfied that the work submitted for assessment is the candidate's own work and be able to authenticate it using the specified procedure.

(d) **Collaboration control:** Candidates must complete and/or evidence all work individually. With reference to collaboration control, all assessment evidence will be provided by the individual candidate. Where group work is undertaken it is vital to be able to identify the unique individual contribution made by each candidate.

(e) **Resource control:** Candidates will need to be provided with the most appropriate materials and equipment to allow them full access to the marking criteria. For units B231 parts 1A and 1B and B233 parts 3A and 3B basic workshop equipment will be adequate, however, the use of specialist equipment and ICT may be required to enable the candidate to produce the desired outcome. Candidates may also need access to resources and process only available outside the centre environment.

### 5.3.3 Quality assuring the controls

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It is the responsibility of the Head of Centre to ensure that the controls set out in the specification and the individual units are imposed.

### 5.3.4 Completing the tasks

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Candidates should be allowed sufficient time to complete all of the tasks. It is suggested that evidence is produced in several sessions, each focussing on a specific task within the overall task or scenario. These may be interspersed with opportunities to learn knowledge and develop appropriate practical skills

Each candidate must produce individual and authentic evidence for each of the tasks. It is particularly important that candidates working in groups, where the unit allows this, should still produce individual evidence of their contribution to ongoing group work and any final realisation or outcome.

Centre staff may give support and guidance to candidates. This support and guidance should focus on checking that candidates understand what is expected of them and that they work safely. Candidates will also need support and guidance when accessing materials provided by the centre.

Candidates may use information from any relevant source to help them with producing evidence for the tasks.

In general, candidates must be guided on the use of information from other sources to ensure that confidentiality and intellectual property rights are maintained at all times. It is essential that any material directly used from a source is appropriately and rigorously referenced. Where a dataset or case material is provided it is acknowledged that candidates in their responses will refer to situations in the assessment material but as this is fictitious this does not break any rules of confidentiality or copyright.

### 5.3.5 Presentation of work

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Candidates must observe certain procedures in the production of controlled assessments.

- Tables, graphs and spreadsheets may be produced using appropriate ICT. These should be inserted into the report at the appropriate place.
- Any copied material must be suitably acknowledged.
- Quotations must be clearly marked and a reference provided wherever possible.
- Work submitted for moderation or marking must be clearly identified with the:

centre number;  
centre name;  
candidate number;  
candidate name;  
specification code and title;  
task title.

Work submitted on paper for moderation must be secured either in a notebook, portfolio case or by treasury tags. Work submitted in digital format (CD or online) must be in a suitable file structure with each file clearly named with the unit code, centre number and candidate number.

## 5.4 Task marking

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### 5.4.1 The OCR approach

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For GCSE in Manufacturing OCR will assume a medium level of control in relation to the marking of tasks. All controlled assessed units will be marked by the centre assessor(s) using awarding body marking criteria and guidance and moderated by the OCR appointed moderator. For this GCSE external moderation will take the form of postal moderation or e-moderation where digital evidence is uploaded to OCR's Repository.

### 5.4.2 Applying the assessment criteria

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The starting point for marking the tasks is the Marking criteria within each unit. These contain levels of the skills, knowledge and understanding that the candidate is required to demonstrate. Before the start of the course, and for use at INSET training events, OCR will provide exemplification through real or simulated candidate work which will help to clarify the level of achievement the assessors will be looking.

### 5.4.3 Use of 'best fit' approach to marking grids

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The assessment task(s) for each unit should be marked by the teacher according to the given marking criteria within the relevant unit using a 'best fit' approach. For each of the assessment criteria, one of the descriptors provided in the marking grid that most closely describes the quality of the work being marked should be selected.

Marking should be positive, rewarding achievement rather than penalising failure or omissions. The award of marks **must be** directly related to the marking criteria.

Teachers use their professional judgement in selecting the descriptor that best describes the work of the candidate.

To select the most appropriate mark within the descriptor, teachers should use the following guidance:

- Where the candidate's work *convincingly* meets the statement, the highest mark should be awarded;
- Where the candidate's work *adequately* meets the statement, the most appropriate mark in the middle range should be awarded;
- Where the candidate's work *just* meets the statement, the lowest mark should be awarded.

Centres should use the full range of marks available to them; centres must award *full* marks in any band for work which fully meets that descriptor. This is work which is 'the best one could expect from candidates working at that level'. Where there are only two marks within a band the choice will be between work which, in most respects, meets the statement and work which just meets the statement. For wider mark bands the marks on either side of the middle mark(s) for adequately met' should be used where the standard is lower or higher than 'adequate' but **not** the highest or lowest mark in the band.

Only one mark per unit will be entered. The final mark for the candidate for each unit is out of a total of 90 and is found by totalling the marks for each of the marking criteria strands.

#### 5.4.4 Authentication

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Teachers/course tutors must be confident that the work they mark is the candidate's own. This does not mean that a candidate must be supervised throughout the completion of all work but the teacher/course tutor must exercise sufficient supervision, or introduce sufficient checks, to be in a position to judge the authenticity of the candidate's work.

Wherever possible, the teacher/course tutor should discuss work-in-progress with candidates. This will not only ensure that work is underway in a planned and timely manner but will also provide opportunities for assessors to check authenticity of the work and provide general feedback.

Candidates must not plagiarise. Plagiarism is the submission of another's work as one's own and/or failure to acknowledge the source correctly. Plagiarism is considered to be malpractice and could lead to the candidate being disqualified. Plagiarism sometimes occurs innocently when candidates are unaware of the need to reference or acknowledge their sources. It is therefore important that centres ensure that candidates understand that the work they submit must be their own and that they understand the meaning of plagiarism and what penalties may be applied. Candidates may refer to research, quotations or evidence but they must list their sources. The rewards from acknowledging sources, and the credit they will gain from doing so, should be emphasised to candidates as well as the potential risks of failing to acknowledge such material. Centres should reinforce this message to ensure candidates understand what is expected of them.

**Please note:** Centres must confirm to OCR that the evidence produced by candidates is authentic. The Centre Authentication Form (CCS160) provided includes a declaration for assessors to sign. It is a requirement of the QCA Common Criteria for all Qualifications that proof of authentication is received. Failure to provide Centre authentication could result in candidates being penalised.

#### 5.4.5 Internal standardisation

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It is important that all internal assessors, working in Manufacturing, work to common standards. Centres must ensure that the internal standardisation of marks across assessors and teaching groups takes place using an appropriate procedure.

This can be done in a number of ways. In the first year, reference material and OCR training meetings will provide a basis for Centres' own standardisation. In subsequent years, this, or Centres' own archive material, may be used. Centres are advised to hold preliminary meetings of staff involved to compare standards through cross-marking a small sample of work. After most marking has been completed, a further meeting at which work is exchanged and discussed will enable final adjustments to be made.

### 5.4.6 Moderation

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- Teachers mark the tasks using the assessment criteria and guidelines provided by OCR.
- OCR moderators externally moderate the teacher's marking to ensure that the assessment criteria have been applied fairly and consistently to the national standard. On the basis of this moderation scaled adjustments may be recommended

Following marking and internal standardisation by the centre, candidate marks are submitted to OCR by 10 January for the January examination or 15 May for the June examination, after which moderation takes place in accordance with OCR procedures. The purpose of moderation is to ensure that the standard of the award of marks for work is the same for each centre and that each teacher has applied the standards appropriately across the range of candidates within the centre.

The sample of work which is presented to the Moderator for moderation must show how the marks have been awarded in relation to the marking criteria defined in Appendix B.

Each candidate's work should have a cover sheet attached to it with a summary of the marks awarded for each task. If the work is to be submitted in digital format this cover sheet should also be submitted electronically within each candidate's files.

## 5.5 Minimum Requirements for Controlled Assessment

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There should be clear evidence that work has been attempted and some work produced.

If a candidate submits no work for an internally assessed component, then the candidate should be indicated as being absent from that component on the mark sheets submitted to OCR. If a candidate completes any work at all for an internally assessed component, then the work should be assessed according to the internal assessment objectives and marking instructions and the appropriate mark awarded, which, for work worthy of no marks will be zero.

## 6 Technical Information

### 6.1 Making Unit Entries

Please note that centres must be registered with OCR in order to make any entries, including estimated entries. It is recommended that centres apply to OCR to become a registered centre well in advance of making their first entries. Centres must have made an entry for a unit in order for OCR to supply the appropriate forms and/or moderator details for controlled assessments.

**It is essential** that unit entry codes are quoted in all correspondence with OCR.

Unit Entry code	Component code	Submission/Examination method	Unit titles
B231	/01	<i>Postal moderation</i>	1A Study of a Manufactured Product and 1B Manufacturing a Product
	/02	<i>OCR Repository</i>	
B232	/01	<i>Computer Based Test</i>	Manufacturing Processes
	/02	<i>Paper Based Test</i>	
B233	/01	<i>Postal moderation</i>	3A Real World Manufacturing & 3B Making a Manufactured Product
	/02	<i>OCR Repository</i>	
B234	/01	<i>Computer Based Test</i>	Design for Manufacture and Sustainability
	/02	<i>Paper Based Test</i>	



## 6.2 Terminal Rules

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Candidates must take at least 40% of the assessment in the same series they enter for either single award or double award qualification certification.

Units can be taken in any order as long as the terminal rules are satisfied.

## 6.3 Unit and Qualification Re-sits

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Candidates may re-sit each unit once before entering for certification for a GCSE (Double Award) or GCSE (Single Award).

Candidates may enter for the qualifications an unlimited number of times.

## 6.4 Making Qualification Entries

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Candidates must enter for qualification certification separately from unit assessment(s). If a certification entry is **not** made, no overall grade can be awarded.

Candidates may enter for:

- GCSE certification (entry code J505);
- GCSE (Double Award) certification (entry code J510).

A candidate who has completed all the units required for the qualification must enter for certification in the same examination series in which the terminal rules are satisfied.

GCSE certification is available from **June 2010**.

GCSE (Double Award) certification is available from **June 2011**.

## 6.5 Grading

Both GCSE (Single Award) and GCSE (Double Award) results are awarded on the scale A\*-G (A\*A\* to GG). Units are awarded a\* to g. Grades are awarded on certificates. However, results for candidates who fail to achieve the minimum grade (G, GG or g) will be recorded as *unclassified* (U or u) and this is **not** certificated.

In unitised schemes candidates can take units across several different series provided the terminal rules are satisfied. They can also re-sit units or choose from optional units available. When working out candidates' overall grades OCR needs to be able to compare performance on the same unit in different series when different grade boundaries have been set, and between different units. OCR uses uniform marks to enable this to be done.

A candidate's uniform mark is calculated from the candidate's raw marks. The raw mark boundary marks are converted to the equivalent uniform mark boundary. Marks between grade boundaries are converted on a pro rata basis.

When unit results are issued, the candidate's unit grade and uniform mark are given. The uniform mark is shown out of the maximum uniform mark for the unit e.g. 41/90.

The specification is graded on a Uniform Mark Scale. The uniform mark thresholds for each of the assessments are shown below:

(GCSE) Unit Weighting	Maximum Unit Uniform Mark	Unit Grade								
		a*	a	b	c	d	e	f	g	u
30%	90	81	72	63	54	45	36	27	18	0
20%	60	54	48	42	36	30	24	18	12	0

Candidate's uniform marks for each module are aggregated and grades for the specification are generated on the following scales.

Qualification	Max UMS	Qualification Grade								G	U
		A*	A	B	C	D	E	F			
GCSE (Single Award)	150	135	120	105	90	75	60	45		30	0

Qualification	Max UMS	Qualification Grade															GG	UU
		A*A*	A*A	AA	AB	BB	BC	CC	CD	DD	DE	EE	EF	FF	FG			
GCSE (Double Award)	300	270	255	240	225	210	195	180	165	150	135	120	105	90	75		60	0

## Awarding Grades

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The written papers will have a total weighting of 40% and controlled assessment a weighting of 60%. A candidate's uniform mark for each paper will be combined with the uniform mark for the controlled assessment to give a total uniform mark for the specification. The candidate's grade will be determined by the total uniform mark.

## 6.6 Result Enquiries and Appeals

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Under certain circumstances, a centre may wish to query the grade available to one or more candidates or to submit an appeal against an outcome of such an enquiry. Enquiries about unit results must be made immediately following the series in which the relevant unit was taken.

For procedures relating to enquires on results and appeals, centres should consult the *Administrative Guide for General Qualifications* and the document *Enquiries about Results and Appeals – Information and Guidance for Centres* produced by the Joint Council. Copies of the most recent editions of these papers can be obtained from OCR.

## 6.7 Shelf-Life of Units

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Individual unit results, prior to certification of the qualification, have a shelf-life limited only by that of the qualification.

## 6.8 Guided Learning Hours

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GCSE (Single Award) in Manufacturing requires 120-140 guided learning hours in total.

GCSE (Double Award) in Manufacturing requires 240-280 guided learning hours in total.

## 6.9 Code of Practice/Subject Criteria/Common Criteria Requirements

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These specifications comply in all respects with the current *GCSE, GCE, GNVQ and AEA Code of Practice* as available from the QCA website, the subject criteria for GCSE Manufacturing and *The Statutory Regulation of External Qualifications 2004*.

## 6.10 Prohibited Qualifications and Classification Code

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Candidates who enter for the OCR GCSE specifications may not also enter for any other GCSE specification with the certification title *Manufacturing* in the same examination series.

Every specification is assigned to a national classification code indicating the subject area to which it belongs.

The classification code for these specifications is [0005].

Centres should be aware that candidates who enter for more than one GCSE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Achievement and Attainment Tables.

## 6.11 Disability Discrimination Act Information Relating to this Specification

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GCSEs often require assessment of a broad range of competences. This is because they are general qualifications and, as such, prepare candidates for a wide range of occupations and higher level courses.

The revised GCSE qualifications and subject criteria were reviewed to identify whether any of the competences required by the subject presented a potential barrier to any disabled candidates. If this was the case, the situation was reviewed again to ensure that such competences were included only where essential to the subject. The findings of this process were discussed with disability groups and with disabled people.

Reasonable adjustments are made for disabled candidates in order to enable them to access the assessments and to demonstrate what they know and can do. For this reason, very few candidates will have a complete barrier to the assessment. Information on reasonable adjustments is found in *Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations* produced by the Joint Council [www.jcq.org.uk](http://www.jcq.org.uk).

Candidates who are unable to access part of the assessment, even after exploring all possibilities through reasonable adjustments, may still be able to receive an award based on the parts of the assessment they have taken.

## 6.12 Arrangements for Candidates with Particular Requirements

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Candidates who are not disabled under the terms of the DDA may be eligible for access arrangements to enable them to demonstrate what they know and can do. Candidates who have been fully prepared for the assessment but who are ill at the time of the examination, or are too ill to take part of the assessment, may be eligible for special consideration. Centres should consult the *Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations* produced by the Joint Council.

## 6.13 OCR Repository

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The OCR Repository allows centres to store controlled assessment electronically and to submit their moderation sample in electronic format.

The OCR GCSE Manufacturing units B231 and B233 can be submitted electronically: please check Section 6.1 for unit entry codes for the OCR-Repository.

More information on the OCR Repository can be found in Appendix D: Guidance for the Production of Electronic Controlled Assessments.

## 6.14 Computer-based Tests

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Please use the information in Appendix C to ensure that the centre has the technical capability to administer the computer-based tests required for this specification. **Please note it is the responsibility of the Head of Centre to ensure that the centre is appropriately equipped to administer the tests in terms of system requirements and venue requirements.** The Examinations Officer within the centre is responsible for the conduct of the computer-based tests within the bounds of the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications.

Any queries concerning computer-based tests should be directed to [etest@ocr.org.uk](mailto:etest@ocr.org.uk).

# 7 Other Specification Issues

## 7.1 Overlap with other Qualifications

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There is no significant overlap between the content of these specifications and those for other GCSE qualifications.

## 7.2 Progression from these Qualifications

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GCSE qualifications are general qualifications which enable candidates to progress either directly to employment, or to proceed to further qualifications.

Progression to further study from GCSE will depend upon the number and nature of the grades achieved. Broadly, candidates who are awarded mainly Grades D to G at GCSE could either strengthen their base through further study of qualifications at Level 1 within the National Qualifications Framework or could proceed to Level 2. Candidates who are awarded mainly Grades A\* to C at GCSE would be well prepared for study at Level 3 within the National Qualifications Framework.

## 7.3 Spiritual, Moral, Ethical, Social, Legislative, Economic and Cultural Issues

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These specifications offer opportunities which can contribute to an understanding of these issues as follows:

- spiritual development, through helping pupils recognise their own creativity and the creativity of others in finding solutions to problems, and through recognising the tension between material and non-material needs;
- moral development, through helping pupils to reflect on how technology affects the environment so they can make informed choices when designing and making and through discussing the moral dilemmas posed by introducing new technologies within different values systems and the advantages and disadvantages of new technology to local, national and global communities;
- social development, through helping pupils recognise the need to consider the views of others when discussing design ideas;
- cultural development, through exploring the contribution of products to the quality of life within different cultures, and through valuing and reflecting on the responses of people from other cultures to design solutions.

## 7.4 Sustainable Development, Health and Safety Considerations and European Developments consistent with international agreements

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These specifications provide opportunities to promote education for sustainable development, through developing knowledge and understanding of the principles of sustainable design and production systems, developing skills in creative problem solving and evaluation, and exploring values and ethics in relation to the application of design and technology. Whilst candidates will not be specifically assessed in terms of their knowledge and awareness of issues associated with energy usage it is anticipated that, whenever possible, candidates will be encouraged to consider that benefits and drawbacks associated with the use of different sources of energy.

The specifications content includes a specific requirement to consider issues associated with health and safety and the environment.

OCR has taken account of Resolutions of the Council of the European Community in preparing this specification and associated specimen assessments. European examples should be used where appropriate in the delivery of the subject content. Relevant European legislation is identified within the specification where applicable.

## 7.5 Avoidance of Bias

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OCR has taken great care in preparation of these specifications and assessment materials to avoid bias of any kind.

## 7.6 Language

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These specifications and associated assessment materials are in English only.



## 7.7 Key Skills

This specification provides opportunities for the development of the Key Skills of *Communication, Application of Number, Information Technology, Working with Others, Improving Own Learning and Performance* and *Problem Solving* at Levels 1 and/or 2. However, the extent to which this evidence fulfils the Key Skills criteria at these levels will be totally dependent on the style of teaching and learning adopted for each unit.

The following table indicates where opportunities may exist for at least some coverage of the various Key Skills criteria at Levels 1 and/or 2 for each unit.

Unit	C		AoN		IT		WwO		IoLP		PS	
	1	2	1	2	1	2	1	2	1	2	1	2
B231:1A	✓	✓			✓	✓	✓		✓	✓		
B231:1B	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓
B232	✓	✓			✓	✓	✓		✓	✓		
B233:3A	✓	✓			✓	✓	✓		✓	✓		
B233:3B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B234	✓	✓	✓	✓	✓	✓	✓		✓	✓		

Detailed opportunities for generating Key Skills evidence through this specification are posted on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)). A summary document for Key Skills Coordinators showing ways in which opportunities for Key Skills arise within GCSE courses has been published.

## 7.8 ICT

In order to play a full part in modern society, candidates need to be confident and effective users of ICT. Where appropriate, candidates should be given opportunities to use ICT in order to further their study.

The assessment of this course requires candidates to use ICT through preparing, presenting, and reviewing information as they work on their design ideas, developing models that communicate these ideas, and making products using computer-aided manufacture (CAM).

## 7.9 Citizenship

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Since September 2002, the National Curriculum for England at Key Stage 4 has included a mandatory programme of study for Citizenship. Parts of this Programme of Study may be delivered through an appropriate treatment of other subjects.

This section offers guidance on opportunities for developing knowledge, skills and understanding of citizenship issues during the course. These opportunities are also indicated within the content of:

<b>Citizenship</b>	<b>Opportunities for Teaching Citizenship Issues during the Course</b>
Consider the needs of others	B231 1A, B231 1B B232
Consider issues surrounding a particular product and its surroundings	B232
Seek opinions of others and be flexible and adaptable in responding to their needs	B232
Consider the need to work together as a team	B232, B233
Seek the opinions of others	
Consider the health and safety of others	B231 1B, B232

# Appendix A: Grade Descriptions

Grade descriptions are provided to give a general indication of the standards of achievement likely to have been shown by candidates awarded particular grades. The descriptions must be interpreted in relation to the content in the specification; they are not designed to define that content. The grade awarded will depend in practice upon the extent to which the candidate has met the assessment objectives overall. Shortcomings in some aspects of the assessment may be balanced by better performance in others.

## Grade F

Candidates recall, select and communicate knowledge and understanding of basic aspects of manufacturing.

They apply limited knowledge, understanding and skills to plan and carry out simple investigations and tasks, with an awareness of the need for safety and precision. They modify their approach in the light of progress.

They review their evidence and draw basic conclusions.

## Grade C

Candidates recall, select and communicate sound knowledge and understanding of manufacturing.

They apply knowledge, understanding and skills in a range of situations to plan and carry out investigations and tasks. They test their solutions, working safely and with precision.

They review the evidence available, analysing and evaluating some information clearly, and with some accuracy. They make judgements and draw appropriate conclusions.

## Grade A

Candidates recall, select and communicate detailed knowledge and thorough understanding of manufacturing.

They apply relevant knowledge, understanding and skills in a range of situations to plan and carry out investigations and tasks effectively. They test their solutions, working safely and with a high degree of precision.

They analyse and evaluate the evidence available, reviewing and adapting their methods when necessary. They present information clearly and accurately, making reasoned judgements and presenting substantiated conclusions.

# Appendix B: Marking Criteria for Controlled Assessments

Please note that candidates entering Single award Engineering and Single award Manufacturing and therefore studying Units A621 1A and A621 1B in VGCSE Engineering must choose a different product from the lists given below to that selected for their Engineering course. Under no circumstances can the same piece of work be presented for Unit B231 1A Manufacturing and Unit A621 1A Engineering. Similarly different products must be presented for B231 1B Manufacturing and A621 1B Engineering.

## Unit B231: 1A Study of a Manufactured Product (Controlled Assessment)

Candidates should select one of the following products as a starting point for the controlled assessment project, Unit B231 1A Study of a Manufactured Product. When analysing the product they will need to identify two similar products that have been subsequently developed using modern technology.

1940s Bakelite telephone	1940s Bicycle	1920s Domestic Oven
1940s Sewing Machine	1940s Hairdryer	1920s Electric Cooker
1950s Camera	1950s Milk bottle	1920s Kettle
1950s Electric toaster	1950s Radio	1940s Television
1950s Glass bottle	1990s Personal computers	1950s Washing machine
1970s Walkman		

## Unit B231: *1B Making a Manufactured Product (Controlled Assessment)*

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Candidates should select one of the following client design briefs as a starting point for the controlled assessment project, Unit B231 1B Manufacturing a Product. Through investigating the brief candidates can devise their own starting point.

- A local company has identified that there is a need for a greater choice in the market on items that are used for storage around the home.
- Children are fascinated by hand puppets, and there is a need (in the market) for new ideas to be introduced.
- New items are always required for home decoration. A local store would like to enhance its current range of cushions.
- Pizzas are a popular food. New varieties with different toppings and bases are always required by local fast food outlets.
- The gift shop of a local attraction would like to introduce a range of items that help to advertise the establishment including hats, bags and badges.
- New ready meals are required on the market to offer a greater variety of choice and provide nourishment to elderly people.
- It has been identified that there is a niche in the market for new ready meals that can be bought by people with special diets.
- A new breakfast bar is required to encourage busy people to eat in the morning.
- The school canteen would like to develop and introduce a new range of healthy meals at lunchtime.
- A school would like a new brochure to help promote it to new students.
- A local company requires a range of promotional items to improve sales.
- A local charity would like to introduce collecting boxes for donations from the general public.
- New ways of encouraging visitors to a local restaurant's ice cream factory.
- A local establishment would like to introduce confectionary packaging that would appeal to the children and help promote the outlet.
- A local hotel would like to use a range of items to promote its image.
- A local hotel needs a new range of packaging for toiletry items in the guest rooms.
- A new product is to be introduced onto the market and needs to be advertised using a point of sale that can be used on a shop counter and will attract possible customer's attention.
- Car security is becoming a great concern and a novel type of car alarm is required.

- A local company would like to review their current image and produce a promotional pack to help the progress of the review.
- Teenagers are always interested in new items of fashion clothing and a local retail outlet is eager to introduce new ideas.
- A local retail outlet would like to introduce new items of clothing that will be suitable for young children.
- Forever pine would like to introduce a range of mirrors to the products that it currently sells.
- The crime prevention officer has noticed an upturn in theft from houses in the area and would like to run a campaign promoting home security. He needs posters and other items to make people aware of the situation as well as devices that can be used to deter opportunist thieves.
- A local retailer would like to introduce a new range of aprons that will appeal to a wide range of customers.
- In order to avoid damage to the car when driving into a garage or while it is reversing a sensor is needed that will warn the motorist when he/she is getting near to a hazard.
- A company that specialises in security would like an alarm introduced that can be stored in a pocket or bag which can be used by the person as a warning device if they were attacked.
- Moving toys are used to entertain children and for desk toys used by executives to relieve boredom. Design a new device that can be sold by a local retailer.
- Ties are a fashion item and new ideas to display them in a retail outlet are required.
- Cakes are popular on all occasions from everyday use to those that are required for special occasions. A local baker is looking for new ideas.
- A new range of photo frames is needed in order to increase the variety of products offered at "Pineco".
- Cards4U would like to introduce a new range of gift packs that can be used by a variety of customers for different occasions such as birthdays, anniversaries, weddings.
- A local jeweller is seeking to add new pieces of decorative jewellery to his collection.
- A local garden centre would like to sell devices that warn when plants require watering.
- A local store requires novelty egg timers to be added to its range of kitchen items.

## Unit B233: 3A Real World Manufacturing (Controlled Assessment)

Armchair	Fizzy lemonade	Pop-up greetings card
Alarm clock	Freeze dried vegetables	Power drill
Aluminium saucepan	Granulated sugar	Quick chill meal
Artificial limb	Green house	Roller blades
Bicycle brake	High heel shoe	Saccharin tablets
Calculators	House brick	Shirt
Carpeting	MP3/4 player	Soap
Child's plastic toy	Kitchen cabinet	Spectacles
Christmas cake	Lamppost	Stainless steel tea-pot
Climbing frame	Leather boots	Tea bags
Computer mouse	Lemonade bottle	Tent
Coffee granules	Mobile phone	Tumble dryer
Custard powder	Motor car	uPVC window
Denim jeans	Motor car engine	Walking frame
Domestic iron	Nurses' uniform	Washing machine
Electric kettle	Overcoat	Wheelbarrow
Electric plug top	Perfume bottle	Wheelie bin
Electric toaster	Plumbing fitting	Wristwatch

## Unit B233: 3B Making a Manufactured Product (Controlled Assessment)

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Candidates must select one of the following products as a starting point for the activity. Through investigating the product candidates, working in teams can devise their own particular starting point.

Apron	Garden storage system	Photograph frame
Automatic night light	Garden tool	Picnic meal
Bird cage	Glove puppet	Pizza
Board-game	Greeting card	Point of Sale display
Card holder	Flight meal	Puppet
Child's toy	Jewellery storage	Puzzle
Christmas decoration	Lamp	Rabbit hutch
Clock	Makeup bag	Rabbit hutch alarm
Cloth's peg storage	Makeup storage system	Security-light
Cushion	Mechanical lock	Shoe-storage
DVD storage	Menu holder	Smock
Ear muffs	Moisture sensor	Stationery storage
Egg timer	Night light	Steady hand game
Electronic display	Nightdress case	Stool
Energy rations for a walker	Novelty hat	Telephone table
Fairy cakes	Oven glove	Toy
Games storage system	Pencil storage	Wakeup alarm



## Unit B231 1A Study of a Manufactured Product

Has basic ability, show deficiencies	Demonstrates an ability	Works competently
For the manufactured products studied the candidate:		
<p>gives a basic description of:</p> <ul style="list-style-type: none"> <li>the impact of modern technologies, smart materials and components on their development;</li> <li>the advantages and disadvantages that the use of modern technology has brought to society.</li> </ul> <p>[0 1 2 3]</p>	<p>gives a description of:</p> <ul style="list-style-type: none"> <li>the impact of modern technologies, smart materials and components on their development;</li> <li>the advantages and disadvantages that the use of modern technology has brought to society.</li> </ul> <p>[4 5 6]</p>	<p>gives a fully detailed description of:</p> <ul style="list-style-type: none"> <li>the impact of modern technologies, smart materials and components on their development;</li> <li>the advantages and disadvantages that the use of modern technology has brought to society.</li> </ul> <p>[7 8 9]</p>
<p>gives a basic explanation of the use of materials and components and some of their:</p> <ul style="list-style-type: none"> <li>properties;</li> <li>characteristics;</li> <li>performance; and</li> <li>cost.</li> </ul> <p>[0 1 2 3]</p>	<p>gives a detailed explanation of the use of materials and components and their:</p> <ul style="list-style-type: none"> <li>properties;</li> <li>characteristics;</li> <li>performance; and</li> <li>cost.</li> </ul> <p>[4 5 6]</p>	<p>gives a fully detailed and justified explanation of the use of materials and components and their:</p> <ul style="list-style-type: none"> <li>properties;</li> <li>characteristics;</li> <li>performance; and</li> <li>cost.</li> </ul> <p>[7 8 9]</p>
<p>gives a basic explanation of the:</p> <ul style="list-style-type: none"> <li>manufacturing processes used.</li> </ul> <p>[0 1 2]</p>	<p>gives a detailed explanation of the:</p> <ul style="list-style-type: none"> <li>manufacturing processes used.</li> </ul> <p>[3 4]</p>	<p>gives a fully detailed and justified explanation of the manufacturing processes used.</p> <ul style="list-style-type: none"> <li></li> </ul> <p>[5 6]</p>
<p>suggests, with some explanation, limited:</p> <ul style="list-style-type: none"> <li>modifications to design solutions;</li> <li>sustainability issues.</li> </ul> <p>[0 1 2]</p>	<p>suggests and explains:</p> <ul style="list-style-type: none"> <li>modifications to design solutions;</li> <li>sustainability issues.</li> </ul> <p>[3 4]</p>	<p>suggests and explains in detail:</p> <ul style="list-style-type: none"> <li>modifications to design solutions;</li> <li>sustainability issues.</li> </ul> <p>[5 6]</p>

## Unit B231 1B Manufacturing a Product

Has basic ability, show deficiencies	Demonstrates an ability	Works competently
Using the Client Design Brief for a manufactured product the candidate:		
provides a basic analysis of the client brief;  produces and partially applies a design specification. [0 1 2 3]	provides an analysis of the client brief;  produces and applies a design specification. [4 5 6]	provides a detailed and justified analysis of the client brief;  produces and fully applies a justified design specification. [7 8 9]
develops a range of basic annotated design ideas giving some consideration of: • materials; • material constraints.  presents, with limited explanation, the selection of design solution for the manufactured product. [0 1 2 3 4]	develops a range of annotated design ideas considering: • materials; • material constraints.  presents and explains the selection of design solution for the manufactured product [5 6 7 8]	develops a wide range of annotated design ideas fully considering: • materials; • material constraints;  presents and fully justifies the selection of a design solution for the manufactured product. [9 10 11 12]
makes a prototype of the design solution. [0 1 2 3 4 5 6]	makes a complete, quality prototype of the design solution. [7 8 9 10 11 12]	makes a complete, high quality prototype of the design solution. [13 14 15 16 17 18]
safely uses a limited range of materials, parts and components, processes, tools and equipment. [0 1 2 3]	selects and safely uses an appropriate range of materials, parts and components, processes, tools and equipment. [4 5 6]	selects and safely uses a wide range of appropriate materials, parts and components, processes, tools and equipment. [7 8 9]
suggests basic modifications to the design solution and original specification giving consideration to the use of modern materials, processes and technologies;  gives a basic explanation of how the product could be batch produced. [0 1 2 3 4]	suggests detailed modifications to the design solution and original specification giving consideration to the use of modern materials, processes and technologies;  gives an explanation of how the product could be batch produced. [5 6 7 8]	suggests detailed and justified modifications to the design solution and original specification giving consideration to the use of modern materials, processes and technologies;  gives a detailed and justified explanation of how the product could be batch produced. [9 10 11 12]

## Unit B233 3A Real World Manufacturing

Has basic ability, show deficiencies	Demonstrates an ability	Works competently
For the manufactured products the candidate:		
identifies and gives a basic explanation of most stages in manufacturing the product. [0 1 2]	identifies and explains the stages in manufacturing the product. [3 4]	identifies and fully explains all the stages in manufacturing the product. [5 6]
gives a basic outline of the production details that includes some reference to: <ul style="list-style-type: none"> <li>labour;</li> <li>available technology;</li> <li>quality standards;</li> <li>handling and storage.</li> </ul> [0 1 2]	identifies with some explanation the production details and constraints to include: <ul style="list-style-type: none"> <li>labour;</li> <li>available technology;</li> <li>quality standards;</li> <li>handling and storage.</li> </ul> [3 4]	identifies and fully explains the production details and constraints to include: <ul style="list-style-type: none"> <li>labour;</li> <li>available technology;</li> <li>quality standards;</li> <li>handling and storage.</li> </ul> [5 6]
gives a limited consideration of the identified product with explanation to some materials, components and/or ingredients and their constraints through their availability, form and supply. [0 1 2]	considers the identified product explaining; materials, components and/or ingredients and their constraints through their availability, form and supply. [3 4]	fully considers the identified product giving detail and justifying; all materials, components and/or ingredients and their constraints through their availability, form and supply. [5 6]
gives a basic explanation of some of the systems and control technology, to organise, monitor and control production of the product. [0 1 2]	identifies and explains systems and control technology, to organise, monitor and control production of the product. [3 4]	identifies and fully explains systems and control technology, to organise, monitor and control production of the product. [5 6]
gives a basic explanation of the impact of modern technologies when manufacturing the product. [0 1 2]	identifies and explains the impact of modern technologies when manufacturing the product. [3 4]	identifies and fully explains the impact of modern technologies when manufacturing the product. [5 6]

## Unit B233 3B Making a Manufactured Product

Has basic ability, show deficiencies	Demonstrates an ability	Works competently
As part of a team, the candidate produces a batch of a product from a design solution.		
<p>A limited contribution and detail of the selection and use a range of appropriate:</p> <ul style="list-style-type: none"> <li>• materials;</li> <li>• parts and components;</li> <li>• processes;</li> <li>• tools and;</li> <li>• equipment.</li> </ul> <p>[0 1 2 3]</p>	<p>Contributes and details the selection and use a range of appropriate:</p> <ul style="list-style-type: none"> <li>• materials;</li> <li>• parts and components;</li> <li>• processes;</li> <li>• tools and;</li> <li>• equipment.</li> </ul> <p>[4 5 6]</p>	<p>Fully contributes and details, the selection and use a range of appropriate:</p> <ul style="list-style-type: none"> <li>• materials;</li> <li>• parts and components;</li> <li>• processes;</li> <li>• tools and;</li> <li>• equipment.</li> </ul> <p>[7 8 9]</p>
<p>A limited contribution and detail of the teams application of:</p> <ul style="list-style-type: none"> <li>• health and safety procedures; and</li> <li>• quality control techniques.</li> </ul> <p>[0 1 2]</p>	<p>Contributes and details the teams application of:</p> <ul style="list-style-type: none"> <li>• health and safety procedures; and</li> <li>• quality control techniques.</li> </ul> <p>[3 4]</p>	<p>Fully contributes and details the teams application of:</p> <ul style="list-style-type: none"> <li>• health and safety procedures; and</li> <li>• quality control techniques.</li> </ul> <p>[5 6]</p>
Individually, whilst working as part of a team to produce a batch of a product from a design solution the candidate:		
<p>gives limited consideration and detail of:</p> <ul style="list-style-type: none"> <li>• production details and constraints; and</li> <li>• application of quality standards.</li> </ul> <p>[0 1 2 3 4]</p>	<p>considers and details:</p> <ul style="list-style-type: none"> <li>• production details and constraints; and</li> <li>• application of quality standards.</li> </ul> <p>[5 6 7 8]</p>	<p>fully considers and details:</p> <ul style="list-style-type: none"> <li>• production details and constraints; and</li> <li>• application of quality standards.</li> </ul> <p>[9 10 11 12]</p>
<p>gives a basic analyses and evaluation of the product in terms of the:</p> <ul style="list-style-type: none"> <li>• equipment;</li> <li>• tools; and</li> <li>• processes;</li> </ul> <p>which have been used.</p> <p>[0 1 2 3 4 5 6]</p>	<p>analyses and evaluates the product in terms of the:</p> <ul style="list-style-type: none"> <li>• equipment;</li> <li>• tools; and</li> <li>• processes;</li> </ul> <p>which have been used.</p> <p>[7 8 9 10 11 12]</p>	<p>fully analyses and evaluates the product in terms of the:</p> <ul style="list-style-type: none"> <li>• equipment;</li> <li>• tools; and</li> <li>• processes;</li> </ul> <p>which have been used.</p> <p>[13 14 15 16 17 18]</p>
<p>gives limited detail of how these would be modified in real-world manufacturing.</p> <p>[0 1 2 3]</p>	<p>details how these would be modified in real-world manufacturing.</p> <p>[4 5 6]</p>	<p>fully details how these would be modified in real-world manufacturing.</p> <p>[7 8 9]</p>
<p>gives limited detail, of their individual application of:</p> <ul style="list-style-type: none"> <li>• health and safety procedures; and</li> <li>• quality control techniques</li> </ul> <p>[0 1 2]</p>	<p>details their individual application of:</p> <ul style="list-style-type: none"> <li>• health and safety procedures; and</li> <li>• quality control techniques.</li> </ul> <p>[3 4]</p>	<p>fully details their individual application of:</p> <ul style="list-style-type: none"> <li>• health and safety procedures; and</li> <li>• quality control techniques.</li> </ul> <p>[5 6]</p>

# Appendix C: Centre Audit for Running Computer-Based Tests

Please use this information to ensure that the centre has the technical capability to administer the computer-based tests required for this specification. **Please note it is the responsibility of the Head of Centre to ensure that the centre is appropriately equipped to administer the tests in terms of system requirements and venue requirements.** The Examinations Officer within the centre is responsible for the conduct of the computer-based tests within the bounds of the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications.

If there are any difficulties in completing the audit, please contact [etest@ocr.org.uk](mailto:etest@ocr.org.uk).

## Requirements for OCR Computer-based Tests

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- *Ensure that the Head of Centre, Examinations Officer, Systems Manager/Technician, subject teacher and SENCo (if appropriate) are clear about what is involved.*
- *Check that the centre can meet the technical and venue requirements.*

**It is essential that all stakeholders within the Examination Centre plan the process for running computer-based tests carefully and methodically. The technical set up of the hardware and software is likely to take a little time and application and so should be carried out well in advance to allow for any technical issues to be resolved in good time.**

### **Before starting teaching the specification – planning and approval**

1. Agree who is to be the Test Administrator, responsible for making sure that the tests are conducted properly. The Examinations Officer may fulfil this role or may delegate it to a colleague.
2. Audit the centre against the Centre Check list. This checks that the centre is able to meet the technical eligibility requirements. The school or college Systems Manager/Technician must be part of this process.
3. Ensure that the member of staff responsible for the Centre Network is aware of the plan to use computer-based testing. Consider the implications of using computer-based testing carefully.

### **Before entries are made for a Computer-based Test – setting up**

1. The Technician must ensure that the necessary hardware and software has been set up before entries are made. The set up must be done according to the instructions provided with the software.
2. The Technician installs the software according to instructions and runs all necessary diagnostic tests.
3. The Technician checks that the programs are running correctly and communicating properly with each other and the outside world.
4. The Technician checks that the software is running properly on the machines to be used for the live computer-based tests. It is important that an early decision is made on which room and equipment is to be used for the live tests.
5. Entries are made following the usual procedure, ahead of the entries deadline.

### **At least one month before the test date**

The subject teacher and Test Administrator run a practice test for candidates so that they are familiar with the format and look of computer-based tests.

### **Prior to the live test**

1. The Test Administrator and technician ensure that all hardware and software is running appropriately in the room where the tests are to take place.
2. The Test Administrator and technician ensure that they understand the process for downloading and accessing the live tests.
2. The Test Administrator checks the mouse, keyboard, screen and headphones (if required) on each candidate workstation.

### **On the day of the test**

1. The Test Administrator runs the tests according to the instructions and within the bounds of the Instructions on the Conduct of Examinations document provided by Joint Council for Qualifications.
2. The Test Administrator uploads candidates' responses according to the instructions.

## CENTRE CHECKLIST FOR RUNNING COMPUTER-BASED TESTS

Technical Requirements	
Minimum Requirements for each Candidate Computer	
Processor speed	1.0 GHz
Memory (RAM)	128MB RAM (256 MB recommended)
Hard Disk space	At least 250Mb of available hard disk space
Operating System	Windows XP/2000/2003
Browser	Internet Explorer 6 (or above)
Display	High colour 32 bit display or better. Resolution 1024 x 768
	Mouse Re-writeable CD or DVD drive 16-bit soundcard Headphones with adjustable volume for candidates requiring a reader or taking a test involving audio
Admin rights	PC/Network Administration rights for installation
Protocols supported	TCP/IP
Player	Flash Player version 8
Minimum Requirements for Test Administrator Computer (as above plus)	
Processor speed	1.0 GHz
Memory (RAM)	512MB RAM
Hard Disk space	At least 1.5Gb of available hard disk space
Adobe application	Adobe Acrobat reader installed
Printer	Connection to a printer
Minimum Server Requirements	
Processor Speed	1.7GHz or above (single CPU Server) 1.2GHz or above (multiple CPU or dual core CPU Server)
Memory (RAM)	512MB RAM
Hard Disk space	Minimum 2Gb free space
Operating System	Windows 2000 Server (Service Pack 4 or later) Windows 2003 Server** Windows 2003 Server Release 2**
Network Infrastructure Guidelines	
Network Connection	1Gb LAN interface card
Cabling	Category 5/5e/6 UTP Cabling
Server Connection Speed	1Gb server connection
Workstation Connection	Switched 100Mbps connection recommended
Connection Sharing	Shared 100Mbps connections if necessary but a maximum of 24 users per switch feed. Hubs, where used, should not be cascaded

<b>Administration Requirements</b>
<b>Workstation Requirements</b>
Capacity for a minimum of seven candidates (8 PCs)
A spare capacity of one workstation for every seven
1 workstation within the same room as the candidate workstations to run administrative functions
<b>Test Room Requirements</b>
A quiet room or rooms, free from distractions and interruptions
A room or rooms and equipment dedicated to the test during the session
Good lighting, without disruptive glare on screens
Proper ventilation and heating (where necessary)
Walls free from display material
Appropriate furnishing to give candidates maximum comfort
Adjustable chairs
Adequate space at each workstation to allow candidates to take notes
Secure workstations. Seating arrangements should prevent candidates from being able to see a fellow candidate's screen. The minimum distance between the outer edge of one screen and the next should be 1.25 metres, unless the monitors are positioned back to back or separated by dividers high enough to prevent other candidates from overlooking the work of others. In this case, the minimum distance need not apply. However, if the screens are diagonally opposite and not separated by dividers, 1.25 metres may not be sufficient. The principal objective is to ensure that no candidate's work can be overseen by others, and Examinations Officers must take appropriate steps to ensure that this can be achieved.
A clock or clocks in the room visible to all candidates, or the provision of alternative arrangements
A means of summoning assistance (e.g. phone) and support contact details available in the test room for emergencies
Disabled access to the test room and to workstations, or the provision of alternative arrangements, e.g. a ground floor room.
Facilities for registration and ID checking
<b>Requirements Outside the Test Room</b>
None
<b>Administrative Personnel</b>
An Examinations Officer who will be available during all OCR CBT live sessions.
A minimum of one invigilator per room for each session. If there are more than 25 candidates in a room, there should be a further ratio of 1 invigilator to every 25 candidates.
The Examinations Officer and invigilator must be familiar with the emergency procedures for the test venue.

OCR computer-based tests will normally be administered at the centre, providing the centre has a venue which meets the following technical criteria, **or can be run at an external test venue** where authorisation has been given by OCR, for example where a candidate is in hospital on the day of the examination. An external test venue may be an appropriate multimedia room at a school or college or other venue suitable for computer-based testing but must meet the same technical criteria. The venue must have technical support personnel who will be available for during all OCR computer-based tests live sessions.



# Appendix D: Guidance for the Production of Electronic Controlled Assessment

The materials produced for Controlled Assessment in Units B231 and B233 form a Controlled Assessment portfolio, stored electronically.

## Structure for evidence

A Controlled Assessment portfolio is a collection of folders and files containing the candidate's evidence. Folders should be organised in a structured way so that the evidence can be accessed easily by a teacher or moderator. This structure is commonly known as a folder tree. It would be helpful if the location of particular evidence is made clear by naming each file and folder appropriately and by use of an index, called 'Home Page.'

There should be a top level folder detailing the candidate's centre number, candidate number, surname and forename, together with the Unit code (B231 or B233), so that the portfolio is clearly identified as the work of one candidate.

Each candidate produces evidence for the Controlled Assessment. The evidence for each element should be contained within a separate folder within the portfolio. Each of these folders is likely to contain separate files.

Each candidate's Controlled Assessment portfolio should be stored in a secure area on the centre network. Prior to submitting the Controlled Assessment portfolio to OCR, the centre should add a folder to the folder tree containing Controlled Assessment and summary forms.

## Data formats for evidence

In order to minimise software and hardware compatibility issues it will be necessary to save candidates' work using an appropriate file format. (Further information on this topic is provided in the separate OCR guidance on digital Controlled Assessment submissions).

Candidates must use formats appropriate to the evidence that they are providing and appropriate to viewing for assessment and moderation. Open file formats or proprietary formats for which a downloadable reader or player is available are acceptable. Where this is not available, the file format is not acceptable.

Electronic Controlled Assessment is designed to give candidates an opportunity to demonstrate what they know, understand and can do using current technology. Candidates do not gain marks for using more sophisticated formats or for using a range of formats.

Evidence submitted is likely to be in the form of word processed documents, PowerPoint presentations, digital photos and digital video.

To ensure compatibility, all files submitted must be in the formats listed below. Word processed documents or PowerPoint presentations must be converted to HTML or PDF formats before submission. OCR will not accept compressed (zipped) file formats. Where new formats become available that might be acceptable, OCR will provide further guidance.

It is the centre's responsibility to ensure that the electronic portfolios submitted for moderation are accessible to the moderator and fully represent the evidence available for each candidate.

### Accepted File Formats

#### Movie formats for digital video evidence

MPEG (\*.mpg)

QuickTime movie (\*.mov)

Macromedia Shockwave (\*.aam)

Macromedia Shockwave (\*.dcr)

Flash (\*.swf)

Windows Media File (\*.wmf)

MPEG Video Layer 4 (\*.mp4)

#### Audio or sound formats

MPEG Audio Layer 3 (\*.mp3)

#### Graphics formats including photographic evidence

JPEG (\*.jpg)

Graphics file (\*.pcx)

MS bitmap (\*.bmp)

GIF images (\*.gif)

#### Animation formats

Macromedia Flash (\*.fla)

#### Structured markup formats

HTML (\*.html, \*.htm)

XML (\*.xml)

CSS (\*.css)

XSL (\*.xsl/\*.xslt)

#### Text formats

PDF (.pdf)

Please consult OCR guidance on digital Controlled Assessment submissions for advice on compatibility of versions of these file formats.